

## **18.0 RECORDS AND REPORTS**

The following is a summary of the required reports and health and safety records for PMC and PMC Subcontractor activities at RMA. All health and safety-related recordkeeping should be readily retrievable and is subject to review and audit by the RVO and/or PMC. Refer to the Health and Safety Requirements and/or the submittal specifications in project design packages for any additional or project-specific health and safety records and reports. Project-specific health and safety records and reports shall be transmitted to the project to become part of the comprehensive project record.

### **18.1 Weekly Safety Report**

The PMC Subcontractors shall submit a Weekly Safety Report to the PMC. The Weekly Safety Report is due each Monday (or Tuesday if Monday is a scheduled Holiday) for activities conducted during the previous week. The report shall include a brief summary of significant safety activities during the week, a one-week look ahead, and the following items:

- Copies of daily safety meeting documentation and attendee sign-in sheets
- Copies of completed weekly (or monthly) site inspections and corrective actions
- Copies of health and safety logbook pages and air monitoring summaries completed during the previous week
- Copies of any integrated personal sampling results, including data sheets, laboratory analytical results, and exposure calculation sheets
- Copies of site monitoring reports, and direct reading monitoring results (including air, noise, and heat/cold stress monitoring results)
- Copies of any permits or safety-related checklists used for the week including intrusive soils activity permits, hot work permits, lockout/tagout documentation, confined space entry permits/checklists, and line breaking checklists
- Copies of initial or any daily inspections performed such as excavation inspections, hoisting and rigging inspections, and vehicle or equipment inspections
- Copies of site briefing documentation and sign-in sheets for new site workers
- Copies of any FCRs or changes to the task-specific HASP
- Copies of the site First Aid Log if there are new entries for the week
- Copies of completed "Safety Observations of the Day" forms
- Copies of ZIP SLIPS completed during the week
- Status of any lost time on restricted duty injury/illness cases

An example Weekly Safety Report coversheet is attached as Figure 18-1.

### **18.2 Monthly Safety Report**

The PMC shall prepare and submit a safety report covering all PMC-related activities to the RVO by the 15th day of each month. The report will include the number of OSHA recordable cases, lost workday cases/and days lost, restricted duty cases/and restricted days experienced, and work hours for the previous month.

### **18.3 Medical Qualification and Training Records**

Maintenance of employee medical and training records is the responsibility of each PMC Subcontractor. Documentation of the most recent medical qualification for site work (hazardous waste operations and respirator use) and training, such as the OSHA 40-hour, 8-hour refresher, supervisor, and other applicable training (e.g., competent person qualification, confined space entry training, forklift safety, equipment operation) will be kept at the site.

#### **18.4 Exposure Records**

Each PMC Subcontractor is required to maintain employee exposure records in accordance with 29 CFR 1910.1020. Personal monitoring results, related laboratory reports and calculations, and sampling data sheets may be considered part of an employee exposure record. Copies of any site work-related exposure record generated will be kept at the site by the PMC Subcontractor. Copies of personal exposure records will be turned over to the PMC at Subcontract closeout or upon request.

#### **18.5 Incident Reports**

Incident reports and investigation reports will be maintained at the site in accordance with Section 15.

#### **18.6 First Aid Log**

The PMC and each PMC Subcontractor shall maintain a First Aid Log for any work-related First Aid provided at RMA. The log shall identify the company, project/task, date, employee and short description of the First Aid provided. New entries on the First Aid Log will be reported to the PMC in the Weekly Safety Report.

#### **18.7 OSHA Form 300**

The PMC and each PMC Subcontractor shall maintain a current OSHA Form 300 (Log of Work-Related Occupational Injuries and Illnesses) at the site covering RMA site work. All PMC Subcontractors shall include all lower-tier subcontractor injuries and illnesses sustained while performing RMA work on the subcontractor project log. Each recordable injury or illness shall be recorded on this log within 5 work days. A supplemental record (OSHA Form 301, Injuries and Illnesses Incident Report or equivalent) is required for each entry and shall be kept with the OSHA Form 300. Copies of OSHA 300 and 301 Form should be provided to the PMC on request.

#### **18.8 Health and Safety Field Logbooks**

The PMC Subcontractors shall complete and maintain logbooks in the field to document health and safety-related events as they occur during the day. Logbooks should document any significant safety-related information such as site monitoring and calibration, sampling, weather conditions, conversations, changes to PPE requirements, unusual conditions, and other items related to site health and safety. Where logbooks are assigned to PMC personnel, they will be maintained in accordance with PMC Procedure Q-2.

The following logbook guidelines should be used:

- Use blue or black ink.
- Write clearly and print if necessary.
- Use an underline (rather than highlighter) to emphasize important information.
- Do not use correction fluid - draw one line through errors, write the correction above, then initial and date next to the correction.
- Start a new day at the top of a page with identifying information such as the project name, location, and date.
- Add entries in chronological order and note the time periodically throughout the day.
- If there is blank space at the end of the day, mark through it with a slash or N/A and initial at the bottom of the last page for the day.

### **18.9 Field Change Requests**

Changes to task safety plans, procedures, or other requirements in the field will be documented using the Health and Safety Field Change Request Form (Figure 4-1). Health and safety-related field change requests require PMC approval pursuant to subcontract submittal procedures prior to implementation. Field change requests with appropriate approvals shall be maintained with the affected plan or procedure used.

### **18.10 Material Safety Data Sheets**

The MSDS shall be available on-site at RMA prior to and during work activities for ready access and review by site workers. Copies of MSDS shall be included in the task-specific HASP and submitted to the PMC Health and Safety Manager and RMA FES upon request.

### **18.11 Chemical Inventory Report**

A Chemical Inventory Report will be submitted by the PMC to the RVO Safety and Health Office for any material with a volume exceeding 50 gallons in one container or one location, or any extremely hazardous substance or reactive material in excess of 1 pound. The PMC Subcontractors will submit a Chemical Inventory Report to the PMC Health and Safety Manager for review and approval prior to material delivery to the site. The Chemical Inventory Report Form is shown in Figure 18-2.

### **18.12 Field Team Review of PMC and Task-Specific HASP**


The PMC HASP and applicable task-specific HASP(s) shall be reviewed with on-site workers prior to field activity assignment, normally during the site-specific safety briefing. Documentation of the field team review shall be kept on-site at RMA. A Field Team Review documentation form is attached as Figure 18-3.

### **18.13 Closeout Safety Report**

A Closeout Safety Report is required at the completion of Subcontractor work activities at the site. Information provided in the Weekly Safety Report does not have to be duplicated in the Closeout Safety Report. The closeout safety report shall be submitted to the PMC Health and Safety Manager within 15 days of site work completion. The report will cover the following items:

- A description of significant events, exposures, incidents, first aid cases and actions taken to prevent their recurrence
- A description of the coverage and responsibilities provided by the professional health and safety staff on the project
- A summary of monitoring results including air, noise, radiation, and heat stress monitoring or sampling performed
- A description of the site control requirements and site control measures implemented for the project
- Copies of completed site Environmental, Health and Safety inspection forms
- A description of any RVO, state, or federal inspections involving health and safety of site workers
- A description of the Environmental Safety and Quality recognition program and how it was implemented on the project
- A copy of the OSHA 300 log for sitework
- Copies of the required employee qualification and training records, including lower-tier subcontractor employees

**Figure 18-1 Chemical Inventory Report Form**

 PROGRAM MANAGEMENT CONTRACTOR		CHEMICAL INVENTORY REPORT
1. Implementation Project:	2. Task(s):	
3. Subcontractor:	4. Location of Chemical:	
5. Chemical Name:		
6. CAS Number:		
7. Manufacturer's Emergency Phone Number:		
8. Required Monitoring Equipment:		
9. Decontamination Procedures:		
10. Neutralization Material and Its Location:		
11. Safe-Withdraw Distance (ft):		
12. Attach copy of MSDS.		

**\*Required for acutely toxic chemical, reactive chemical, or greater than 50 gallons in one container.  
Include in task-specific Health and Safety Plan with a copy to PMC Health and Safety Manager.**

